

CHAPTER: XII RECERTIFICATION	SECTION: 1 RECERTIFICATION	COMAR: 07.03.03.15
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REQUIREMENTS

- A. Use recertification, the procedure for reviewing eligibility, to determine:
 1. Continued eligibility
 2. Changes in grant amount
- B. Assign a period of eligibility (recertification period) after the initial or previous certification period
 1. Recertify annually for:
 - Child only cases
 - Disabled cases (if the medical verification expires before 12 months, a new medical must be obtained no later than the end of the month in which the medical expires)
 - Cases in which the case manager works closely with the customer's efforts to achieve independence
 2. Recertify less than annually if, for example, the:
 - Customer will complete a training program and begin employment during the certification period year
 - Customer participates in a benefit diversion program and the participation period will end before a 12 month certification period
- C. The case manager must complete the recertification process before the certification period ends (because the case automatically closes on CARES) by taking the following steps:
 1. Notifying customers that determining continued eligibility is required to certify them for a new certification period, and
 2. Providing a recertification application and all necessary forms
 3. Scheduling a new appointment date for required face-to-face interview, unless waived by FIA, if the date set by CARES is not acceptable to the case manager or customer, in time to provide uninterrupted benefits
- D. Follow the procedures for determining initial eligibility with the following exceptions, **do not**:
 1. Apply the initial means test for earned income
 2. Duplicate documentation for any factors that cannot change such as Social Security numbers and birth certificates

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Note: Only a child who became a minor parent since the last certification period began needs to sign a medical release (Form 1176) for substance abuse screening. Adults added to the AU since the beginning of the last recertification period should have signed an 1176 when added to the assistance unit at interim change.

ELIGIBILITY DETERMINATION

- A. During the interview, work with the customer to update the steps to be taken to realize the family's individualized independence plan
- B. Evaluate all technical and financial eligibility factors, concentrating on those that are more likely to change during certification periods, such as household size
 - 1. Be sure there is a signed Consent to Release Medical Information form (DHR Form 1176) related to the use of illegal drugs for all minor parents and adults in the assistance unit
 - 2. Determine if a sanction should have been imposed or has expired during the certification period
 - 3. Determine if there is a new good cause claim or if an existing good cause claim is continued for family violence, work and other requirements
 - 4. Determine if there is a new exemption or if an existing exemption is continued for family violence, work and other requirements
- C. Verify:
 - 1. Income (includes changing jobs)
 - 2. Assets
 - 3. Alien status (if changed)
 - 4. Questionable information

Note: Verify school attendance, preventive medical check-ups, and living arrangements (including subsidized housing) annually.

- D. Allow the customer sufficient time to provide required verification prior to the end of the certification period that:
 - 1. Ensures no break in benefits for an eligible customer occurs, and
 - 2. Notify an ineligible customer prior to the end of the certification period

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RELATED PROCEDURES

- A. Reinstatement occurs when a case will close in the ongoing month but the reason for the case closing has been resolved and/or corrected before the end of the month in which the NOAA was sent, such as:
 - 1. The customer requests a timely Fair Hearing causing the case to remain open, pending the hearing decision, until the end of the current certification period
 - 2. The customer provides the requested information before the paid through date
 - 3. The closure was due to local department error
- B. Reopen (**using the same AU ID number**) occurs when the assistance unit is closed and it is after the paid through date, such as
 - 1. A Fair Hearing decision is favorable to the customer
 - 2. The closure was due to local department error
 - 3. The customer provides requested information too late in the month to reinstate the case
- C. Reapplication (**using the same AU ID number**) occurs when a case is closed because a customer
 - 1. Failed to keep a scheduled face-to-face interview or provide requested verification to complete recertification by the certification end date, or
 - 2. Was sanctioned for failure to cooperate with, for example, work requirements, but meets requirements within 30 days of TCA case closing

CASE MANAGEMENT TIPS

- A. In cases where the certification end date is less than the 12-month default period in CARES, overwrite the default end date to replace it with the correct one
- B. Review the case record to verify all documentation is included

EXAMPLES

Recertification

- 1. The Jones family was certified for TCA through August 31. The case manager scheduled the recertification appointment for July 15. The customer was seen as scheduled and provided verification to prove continued eligibility.

The new certification period begins September 1.

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2. Mr. Johnson was certified through July 31. He kept his recertification appointment on June 20 and provided verification of his earnings. Due to his income, he was no longer eligible for TCA.

The Notice of Denial was sent before July 31.

Reinstatement

3. The Jackson family was certified through October 31. On July 23, Ms. Jackson received notice her TCA case would be closed effective August 1. On July 26, she filed an appeal, requested a hearing and notified the local department that she wanted to have her benefits continued pending the hearing decision.

Because she requested benefits to continue within the required 10 days of case closing, the case was **reinstated** for August 1 and the family continued to receive TCA through the end of their certification period, pending the hearing decision.

Reopen

4. The Brown family was certified for TCA through August 31. Ms. Brown missed the scheduled recertification appointment on July 17, but was interviewed and provided verification to prove continued eligibility August 25.

Although the local department did not take action until September 3, the case was **reopened** using the same AU number and the new certification period began September 1 and the benefit was not prorated

Reapplication

5. The Smith family was certified for TCA and FS through September 30. Ms. Smith failed to appear for scheduled recertification appointment on August 18. On September 15 she came into the office for a face-to-face interview. However, by September 30, she had not yet provided requested verification of continued eligibility. The case closed October 1. On October 5, Ms. Smith **reapplied** (the same AU ID number was used) for TCA and provided the required verification.

Because the case closed, the Smith family was required to follow the reapplication process that includes proration from the date of application. However, FS were not prorated because the break was less than 30 days.

ADDITIONAL INFORMATION

- Application
- Assistance Unit
- Interim Changes
- Appeals & Hearings
- Technical Eligibility
- Financial Eligibility
- Sanctions